

COMMUNITY NUTRITION TEAM

# CACFP Today

A Newsletter from the Wisconsin Department of Public Instruction, Division of Finance and Management

Vol. 5 No. 3

Summer 2013



## Nondiscrimination Statement Updated

All informational materials and sources, including websites, used by local agencies or other sub-recipients to inform the public about the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) programs such as the Child and Adult Care Food Program (CACFP), must contain a nondiscrimination statement. It's not required that the nondiscrimination statement be included on every page of the program information website but must, at a minimum, be included on the home page of the program information. Local agencies, and their sub-recipients, must post the following nondiscrimination statement (or current applicable revision). This statement must be posted in all local agency, or sub-recipient offices (by posting the And Justice For All poster) and be included, in full, on all materials regarding FNS programs that are produced by the recipients for public information, public education, or public distribution. The authorized statements below or current applicable revisions cannot be modified. The authorized statements read as follows:

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USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

If the material is too small to permit the full statement to be included, the material must at a minimum include the statement, in print size no smaller than the text that, “USDA is an equal opportunity provider and employer.”

As your agency updates its program materials, please assure that the nondiscrimination statement described above is updated to reflect the current version and is included wherever the CACFP or USDA is mentioned.

## Summer Training Reminder

It's that time of year again - the 2013 CACFP annual summer training is underway! The *CACFP: Nutrition Training - Meal Planning* trainings will be held throughout the state in August.

Community Nutrition Program Consultants from the Department of Public Instruction (DPI) will cover many aspects of CACFP Meal Planning. The training will cover planning a menu to include a variety of nutritious, yet cost-effective foods, review how to complete production records and how to use the Food Buying Guide, and discuss creditable and non-creditable foods on the CACFP. There will also be discussions on food purchasing, including menu planning on a budget, an overview of meal service methods (Family Style vs. Pre-Plated), as well as infant meal requirements in the CACFP.

After the nutrition trainings are complete, the PowerPoint presentations and handouts will be available on our website at [http://fns.dpi.wi.gov/fns\\_training](http://fns.dpi.wi.gov/fns_training).

CACFP Recordkeeping and Financial Management training will be conducted via live webinar on August 20, 2013. The recordkeeping session will run from 9 – 10 a.m. and the financial management session will be from 1 – 2 p.m. An email regarding login information for training was sent on August 1, 2013.

The Recordkeeping webinar will cover guidance memorandum and contract changes, review CACFP requirements (income statements, enrollment form, how to prepare for a review) and cover civil rights requirements.

**Training....**Continued on page 2

## Training...Continued from page 1

Attending this webinar will meet the annual training requirement for key staff.

The Financial Management portion will provide a review of all items associated with the CACFP reimbursement, including tracking of food program costs & revenue, and allowable food program costs.

If you have any questions, please contact Shiela Coulton, Operations Program Associate, by email at [Shiela.Coulton@dpi.wi.gov](mailto:Shiela.Coulton@dpi.wi.gov) or phone at 608- 267-9129.

## Nonprofit Food Service Financial Reports

As of today's date all nonprofit, for profit and public sponsoring organizations (more than one site on CACFP) should have already submitted the 1<sup>st</sup> and 2<sup>nd</sup> quarter Nonprofit Food Service Financial Reports for FFY2013. The 1<sup>st</sup> quarter report was due on March 1, 2012, reporting income and costs for the food program for the period of October 1 – December 31, 2012. The 2<sup>nd</sup> quarter report was due June 1, 2013, reporting income and costs for the food program for the period of January 1 – March 31, 2013. The 3<sup>rd</sup> quarter report which will report food program income and costs for the period of April 1 – June 30, 2013, is due September 1, 2013. Failure to submit the Nonprofit Food Service reports in a timely manner may affect future program participation. If you have any questions please do not hesitate to contact Cari Ann Muggenburg at 608-264-9551, or via email at [cari.muggenburg@dpi.wi.gov](mailto:cari.muggenburg@dpi.wi.gov).

Please note that the annual Nonprofit Food Service Financial Report (PI-1463) for FFY2013 (reporting period October 1, 2012 – September 30, 2013) will be due in our office on November 1, 2013. Only agencies with one site participating on the program (including for profit and nonprofit agencies) are required to submit this report annually.

Copies of all forms and guidance can be found on the DPI website at [http://fns.dpi.wi.gov/fns\\_centermemos](http://fns.dpi.wi.gov/fns_centermemos) under Guidance Memorandum #11.



## Congratulations

Congratulations to our Nutrition Program Consultant, Moryah, who was recently married! Previously known as Moryah Becker, is now Moryah Kemper. Her new email address is [Moryah.kemper@dpi.wi.gov](mailto:Moryah.kemper@dpi.wi.gov), her phone number is unchanged.

## Welcome New Staff

Please join us in welcoming two new Nutrition Program Consultants to our Community Nutrition team, Brad Cavanagh and Jenni Dreyer!



Brad recently graduated from the UW-Madison with his Master of Public Health. While attending school, he worked at the Wisconsin Department of Health Services with the Nutrition, Physical Activity, and Obesity Program assessing physical activity and nutrition in afterschool programs throughout the state. He continues to serve as a member of the Wisconsin Afterschool Network (WAN), while he previously served as a member of the Wisconsin Partnership for Activity and Nutrition (WIPAN).

Brad's personal interests include nutrition, fitness, coaching, and sports. He currently coaches football at Edgewood High School here in Madison, and has begun running mud runs (such as the Tough Mudder) for charity. Brad started at DPI on July 15, 2013.



Jenni graduated from UW-Madison with a bachelor's in dietetics and completed her dietetic internship with UW-Green Bay. She comes from a strong community nutrition and food service background. She has worked as a Nutrition Educator with UW-Extension and is coming from Neenah Joint School District where she served as the Assistant Nutrition Services Director.

Jenni has lived all over the United States, but is most recently from Appleton, WI. She moved to Madison with her husband, Mike, and their two dogs, Wallaby and Ripley. She is an avid runner, yogi, and loves to cook, bake and eat.

Jenni is looking forward to being back in Madison and is very excited for this opportunity. Jenni started at DPI on August 5, 2013.

## At-Risk Afterschool Meals

The "At-Risk Afterschool Meals: A Child and Adult Care Food Program Handbook" has been revised. The Healthy, Hunger Free Kids Act requires USDA to update this handbook annually. All changes and addition to the handbook are highlighted in yellow for your convenience.

Click on the link below to access the "At-Risk Afterschool Meals: A Child and Adult Care Food Program Handbook" July 2013 edition.  
<http://www.fns.usda.gov/cnd/Care/Publications/pdf/Handbook.pdf>



## New Guidance

Listed below are recent policy memos issued by the USDA and a brief summary of each one. Click on the following link <http://www.fns.usda.gov/cnd/care/Regs-Policy/PolicyMemoranda.htm> to access the complete list of USDA policy memos and to download copies.

### [CACFP 05-2013: Tax Exempt Status for Private Nonprofit Organizations and Churches in the Child and Adult Care Food Program and Summer Food Service Program](#)

This memo provides updated guidance and clarification regarding the eligibility of private nonprofit organizations and churches seeking participation as sponsors in the CACFP and Summer Food Service Program (SFSP). Please contact your consultant if you have questions regarding your agency's eligibility to participate in the CACFP or SFSP.

### [CACFP 06-2013: Eligibility Based on Census Data: 2013 Data Release](#)

This memo provides guidance regarding the use of the 2013 census data for area eligibility determinations in CACFP and the SFSP.

### [Federal Register: Rules and Regulations - Child Nutrition Programs: Nondiscretionary Amendments Related to the Healthy, Hunger-Free Kids Act \(HHFKA\) of 2010](#)

A final rule was published on February 28, 2013, regarding several nondiscretionary provisions of the HHFKA. This rule is effective April 1, 2013. You are probably familiar with these changes but with the final rule being published, we wanted to remind you of a few things.

*Categorical Eligibility of Foster Child:* It is now a requirement to provide categorical eligibility for free meals, without further application or eligibility determination to any foster child whose care and placement is the responsibility of the state or who is placed by a court with a caretaker household. To certify any foster child as eligible for free meals, without application, you can communicate directly with the appropriate state or local child welfare agency to obtain documentation of a child's status. If the appropriate foster care agency does not initially provide documentation for a categorically eligible foster child, an application identifying the child as a foster child must be completed. Documentation of direct contact with a state or local child welfare agency or a court where the child received placement is not required unless the household's application is selected for verification.

*Outreach to Eligible Families:* In an effort to help more children benefit from the nutritious meals served in the School Breakfast Program (SBP) during the school year, and in SFSP when the school year ends, School Food Authorities (SFA) are required to cooperate with SFSP sponsors, to the maximum extent practicable, to distribute materials informing families of the availability and location of free SFSP meals when school is not in session. SFAs must also inform families of the availability of reimbursable breakfast at school during the school year.

*Privacy Protection:* In efforts to protect privacy, the USDA removed the requirement of having a complete nine digit social security number on an application for free and reduced-price meals. The adult household member signing the free and reduced-price application only needs to provide the last four digits of his or her social security number (if he or she has one). Social security numbers are not required when the household provides a FoodShare, W-2 Cash Benefits, or FDPIR number on the application.

*Applicability of Food Safety Programs for the Entire School Campus:* To strengthen food safety requirements in the NSLP, SBP, and all other Child Nutrition Programs operated in a school, USDA regulations now require that Hazard Analysis and Critical Control Point (HACCP) principles for safe food handling be applied to any facility, or part of a facility in which food for any Child Nutrition Program is stored, prepared, or served. SFAs should apply their current procedures for safe food handling in the cafeteria to other locations, including school buses, hallways, school courtyards, kiosks, and classrooms where food is stored, prepared, or served. The DPI will be reviewing the schools' food safety programs to ensure that standard operating procedures for safe food handling are updated to include locations outside of the cafeteria.

### [CACFP 07-2013: Fiscal Year \(FY\) 2013 Reallocation of State Administrative Expense \(SAE\) Funds](#)

This memo provides instructions for state agencies regarding the reallocation of SAE funds. Reallocation is a formal process by which state agencies can request additional SAE funds above their initial authorized funding level or return SAE funds they do not need.

### [CACFP 08-2013: Guidance on Reallocation of Child and Adult Care Food Program \(CACFP\) Audit Funds](#)

This memo provides instructions for state agencies regarding the reallocation of CACFP Audit funds. Reallocation is the process by which state agencies can request additional CACFP audit funds above their initial authorized funding level.

### [Federal Register: Notice – Child Nutrition Programs: Income Eligibility Guidelines](#)

This notice announces the annual adjustments to the Income Eligibility Guidelines to be used in determining eligibility for free and reduced-price meals and free milk for the period from July 1, 2013 through June 30, 2014. DPI has updated our [guidance memorandums](#) to include the new guidelines.

### **FNS Instruction 783-13; Rev. 3 Variations in Meal Requirements for Religious Reasons; Jewish Schools, Institutions, and Sponsors**

This instruction is intended to clarify allowable variations to Child Nutrition Program (CNP) food components in order to meet religious needs among Jewish schools, institutions, and Sponsors. For more information regarding this instruction please contact your assigned consultant.

**New Guidance...** continued on page 4

## New Guidance... continued from page 3

### [CACFP 09-2013: Additional State Agency Requirements in the Child and Adult Care Food Program](#)

This memo is to provide a standard process to be used by state agencies when requesting USDA approval to implement additional requirements for the CACFP.

### [CACFP 08-2011 \(REVISED\): Child Nutrition Reauthorization 2010: Categorical Eligibility of Children in Foster Care](#)

This memo provides additional questions and answers and clarifications to CACFP 08-2011, Categorical Eligibility of Foster Children.

### [CACFP 10-2013: Guidance Related to the ADA Amendments Act](#)

This memo provides additional clarifications on making dietary accommodations for children with disabilities in accordance with the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. The ADAAA amended the federal definition of disability broadening it to cover additional individuals. Program operators should note, however that the process for identifying children with disabilities requiring an accommodation has not changed. The CNPs continue to require that participants seeking an accommodation for a disability that is food related must provide a statement from a licensed physician (as defined by the state) identifying the food-related disability and indicating the required meal accommodation. DPI has updated our [guidance memorandums](#) to include the amended definition.

### [CACFP 11-2013: Questions and Answers Regarding the Participation of Head Start Programs in Child Nutrition Programs](#)

This memo consolidates USDA's policy regarding the participation of Head Start Programs in the CNPs. For more information about the Head Start Program and Early Head Start Program, please see the Office of Head Start's website <http://www.acf.hhs.gov/programs/ohs>

### [CACFP 12-2013: Transitioning from the Summer Food Service Program to Child Adult Care Food Program At-risk Afterschool Meals](#)

This memo highlights flexibilities available to SFSP sponsors transitioning into the At-risk Afterschool Meals component of the CACFP during the school year. Many exiting SFSP sites are well-positioned to offer afterschool meals during the school year. Both organizations and communities benefit when meals are offered to children in low-income communities year-round. Organizations benefit from having the ability to hire year-round staff, a continuous flow or reimbursements providing additional financial stability, and recognition in the community as a stable source of services. Communities benefit by having a partner that provides year-round nutrition services for children and brings increased federal funds into the local economy.

## Public Schools Participating in the At-Risk After School CACFP

If you are a public school that administers an At-Risk After School site(s) in the CACFP, please ensure that you are accounting for your CACFP funds correctly. All CACFP revenues and expenditures must be recorded in your Fund 50 account under Project Code 551. This revenue and expenditure report will be used to support the quarterly CACFP Nonprofit Food Service Financial Reports that you send to DPI.

Since the CACFP is a separate federal program from the National School Lunch (NSLP) and School Breakfast Programs (SBP) it is essential that the accounting for the revenue and expenditures in these programs are easily identifiable and support the quarterly CACFP Nonprofit Food Service Financial Reports that are submitted to Cari Ann Muggenburg on the Community Nutrition Team (CNT) at DPI.

For example, if you are a public school district that claims a supper meal service through the CACFP, the costs that your district incurs and the reimbursement you receive as a result of these meals should be coded as follows:

#### **Revenue**

CACFP Meal Service Reimbursement – Fund 50, Source 717, Project 551  
CACFP Cash in Lieu of Commodities – Fund 50, Source 715, Project 551

#### **Expenditures**

Salaries – Object Code 100, under Project 551  
Benefits – Object Code 200, under Project 551  
Purchased Food Supplies - Object Code 410, Project 551  
Purchased Kitchen Supplies – Object Codes 400, Project 551  
Purchased Services (included Vendor Services) – Object Code 300, Project 551

When completing the Annual Financial Report for the School Nutrition Team (SNT), including all expenditures and revenues within Fund 50, the CACFP should be reported under the "A la Carte" section of the report. If participating in the SFSP, those revenues and expenditures also get reported under "A la Carte" in the SNT Annual Financial Report. If your school district is finding that it has incurred a surplus balance in any of the federal food service programs (CACFP, SFSP, NSLP, etc.) **this balance must be retained in the Fund 50 account and be used to offset the expenditures incurred in the other federal food service programs.** Under no circumstances can this balance be transferred out of the Fund 50 account. Remember that program requirements only allow a three month operating balance to be carried over into the next fiscal year. If your agency is having difficulty spending down your Fund 50 balance that has incurred please contact your respective SNT or CNT program consultant. If you have any questions regarding this process please do not hesitate to contact Cari Ann Muggenburg by email at [cari.muggenburg@dpi.wi.gov](mailto:cari.muggenburg@dpi.wi.gov) or by phone at 608-264-9551.

# New CACFP Reimbursement Rates Released

The USDA announced the annual adjustments to the national average payment rates for meals and snacks served in child care centers, outside-school-hours care centers, at-risk afterschool care centers, and adult day care centers, effective July 1, 2013 through June 30, 2014.

Child and Adult Care Food Program (CACFP)  
[Per Meal Rates in Whole or Fractions of U.S. Dollars Effective July 1, 2013-June 30, 2014]

	Breakfast	Lunch/Supper	Snack
Non-Needy	\$0.28	\$0.28	\$0.07
Reduced Price	\$1.28	\$2.53	\$0.40
Free	\$1.58	\$2.93	\$0.80

The cash-in-lieu of commodities value for each lunch and supper served by institutions in the CACFP will be \$0.2325 for the period July 1, 2013 through June 30, 2014.



## Nutrition and Wellness Tips

Need creative ideas for meal planning, shopping, and food preparation? Or fun suggestions for active play? The *Nutrition & Wellness Tips for Young Children: Provider Handbook for the Child and Adult Care Food Program* was developed to help CACFP child care providers create healthier environments for the children in their care.

Child care providers and sponsoring organizations participating in the CACFP or other CNPs may request the free printed materials. This handbook includes a series of tip sheets, supplements, best practice success stories, and a list of resources that will help providers address nutrition and wellness goals for planned activities and meals served through CACFP. The handbook is now available in print copy. You may order a copy from the following link <http://www.teamnutrition.usda.gov/Resources/nutritionandwellness.html>. Scroll down to the bottom of the page and click on "Order Form." The Nutrition and Wellness Handbook is the last on the list of resources. Order a free copy today to help promote nutrition and wellness in the CACFP.

As a friendly reminder, *Let's Move! Child Care* can be a great complement to promoting nutrition and wellness, and the checklist can serve as a template for a wellness policy. <http://www.letsmove.gov/child-care-providers>

Check out these and other great resources today!



# Revised Guidance Memorandums

Recently our office mailed updated CACFP Guidance Memorandums for Child Care Centers participating in the CACFP. Please read them and be sure to implement changes immediately. Discard outdated guidance memorandums and replace them with the revised copies in your guidance memorandum binder. The website address for accessing the most current guidance memorandums is [http://fns.dpi.wi.gov/fns\\_centermemos](http://fns.dpi.wi.gov/fns_centermemos).

## Production Record Help

The DPI Community Nutrition Team has developed an Excel spreadsheet to help agencies calculate how much food you need to prepare based on the number of children and adults you estimate to serve at each meal. The *CACFP Meal Requirement Calculations* workbook includes worksheets for breakfast, lunch/supper and snacks. Each contains the required food components and minimum CACFP meal pattern serving sizes for each age group.

All you need to do is enter the projected meal counts (planned number of participants to be served) for each age group and the worksheet will calculate the total amount of food to prepare for each component. After you know how much food to prepare, use the Food Buying Guide or the online Food Buying Guide Calculator at <http://fbg.nfsmi.org/> to determine how much of each food item you need to buy and/or prepare to meet the minimum required amounts. You can find a link to this workbook on our website at [http://fns.dpi.wi.gov/fns\\_centermemos](http://fns.dpi.wi.gov/fns_centermemos) under Guidance Memorandum #9.



## What's in Season

Summer seems to have gone by so fast! It is not over yet, but shorter, cooler days are approaching. Now is the time to indulge in all your favorite summer fruits. Enjoy them to their fullest! Melons of all sorts – watermelons, cantaloupes, honeydews– are a juicy highlight of summer eating. Their naturally high water content makes them great for cooling off and re-hydrating in the summer heat. Head to your local farmer's market and find yourself some in season treats!

<http://www.wifarmersmarkets.org/>

### Vegetables

Avocados, Beets, Bell Peppers, Corn, Eggplant, Green Beans, Okra, Summer Squash, Swiss Chard, Tomatoes

### Fruits

Apricots, Bartlett Pears, Blackberries, Blueberries, Cantaloupe, Cherries, Grapefruit, Honeydew, Limes, Nectarines, Peaches, Plums, Raspberries, Watermelon

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**FNS Home Page**  
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## CACFP Today

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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## Mark Your Calendar

The CACFP reimbursement claim is suggested to be submitted by the 15<sup>th</sup> of the following month of the claim month. Claims will be accepted if submitted within 60 days after the end of the claim month.

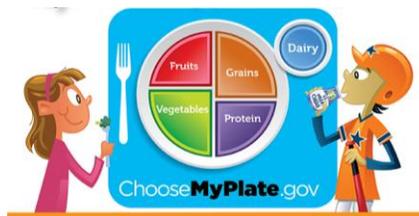
3<sup>rd</sup> Quarter (reporting period April 1, 2013 – June 30, 2013)  
 Nonprofit Food Service Report due **September 1<sup>st</sup>** (Report due for Sponsors of more than 1 site only)

Renewal of CACFP Online Contracts due **September 23<sup>rd</sup>**

Annual Nonprofit Food Service Report due **November 1<sup>st</sup>**  
 (Report due for Independent Agencies only)

**Tip of the Day**

Preschoolers should get a total of 60 minutes or more of physical activity daily. The 60 minutes does NOT have to be all at once.



All of the CACFP Newsletters are available electronically on our website at: [http://fns.dpi.wi.gov/fns\\_newsltrcnt](http://fns.dpi.wi.gov/fns_newsltrcnt).